



Records Management: An USGS Perspective

RACO West

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Dana Point, California

Outline

- ◆ Me & My
- ◆ Act & React
- ◆ Star Trek
- ◆ Take Home

Me

- ◆ Geography B.A. (History Minor)
- ◆ Geography M.S. (Planning Minor)
- ◆ CSR / IS / TL / CDM / Archivist

My

- ◆ Department of the Interior

- ◆ U.S. Geological Survey

- ◆ Geography Discipline

- ◆ National Center for Earth Resources Observation & Science

- ◆ Original Mission

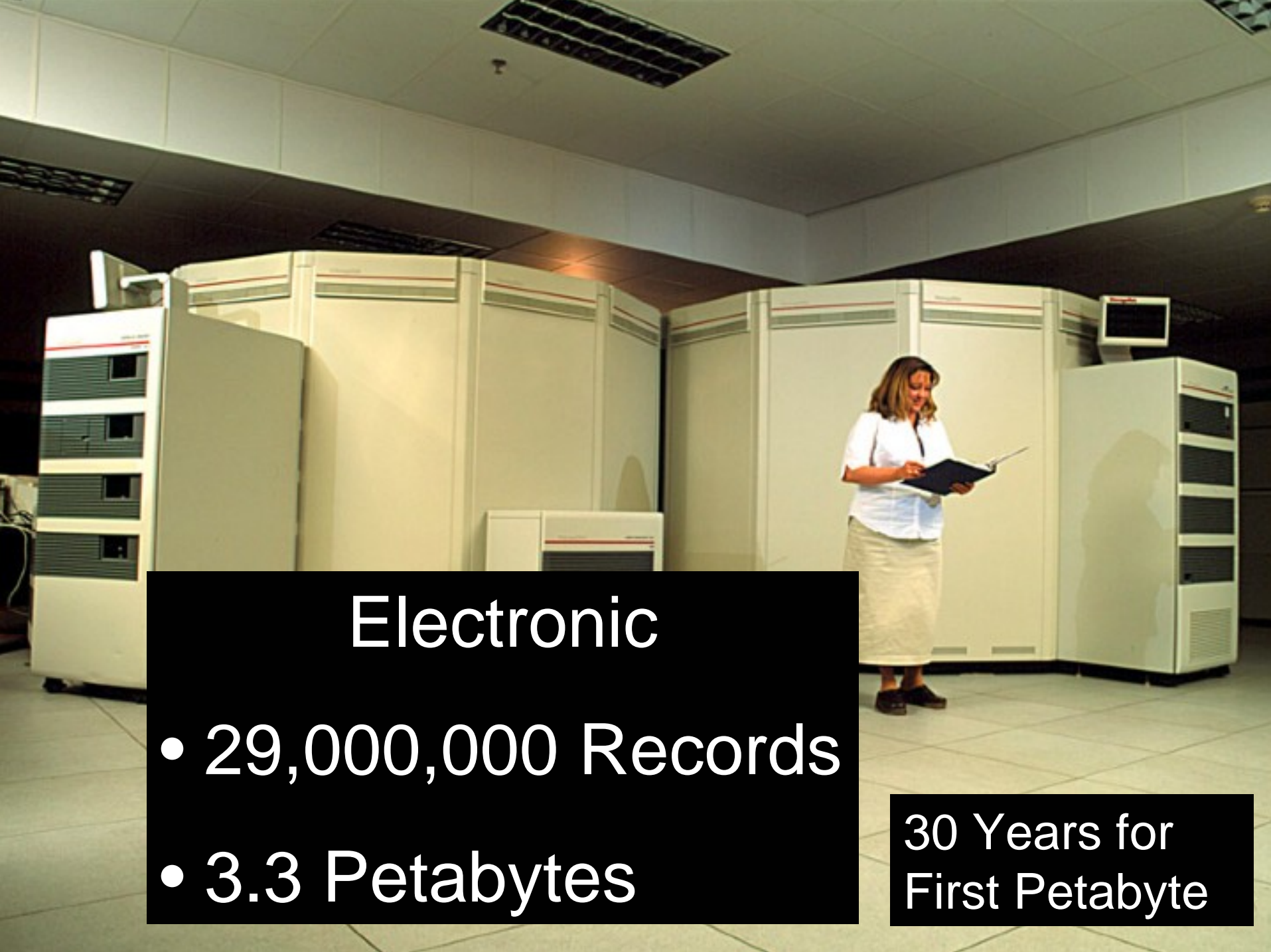
- ◆ Landsat Records

- ◆ Subsequent

- ◆ Aerial Records

- ◆ Elevation Records





Electronic

- 29,000,000 Records
- 3.3 Petabytes

30 Years for
First Petabyte



Film

- 109,000 Rolls
- 12,900,000 Records

CALIFORNIA



0.1 Exaggeration factor
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National Elevation Data Set Shaded Relief of California



USGS
United States Geological Survey
Topographic Data Center

An aerial photograph of a landscape in Bolivia showing significant deforestation. The terrain is a complex mosaic of cleared agricultural or pastoral land, appearing in shades of red, orange, and brown, and remaining forested areas, appearing in shades of green and blue. The cleared areas are often rectangular or irregular in shape, indicating human intervention. The forested areas are more fragmented and irregular. The overall pattern suggests a large-scale land-use change.

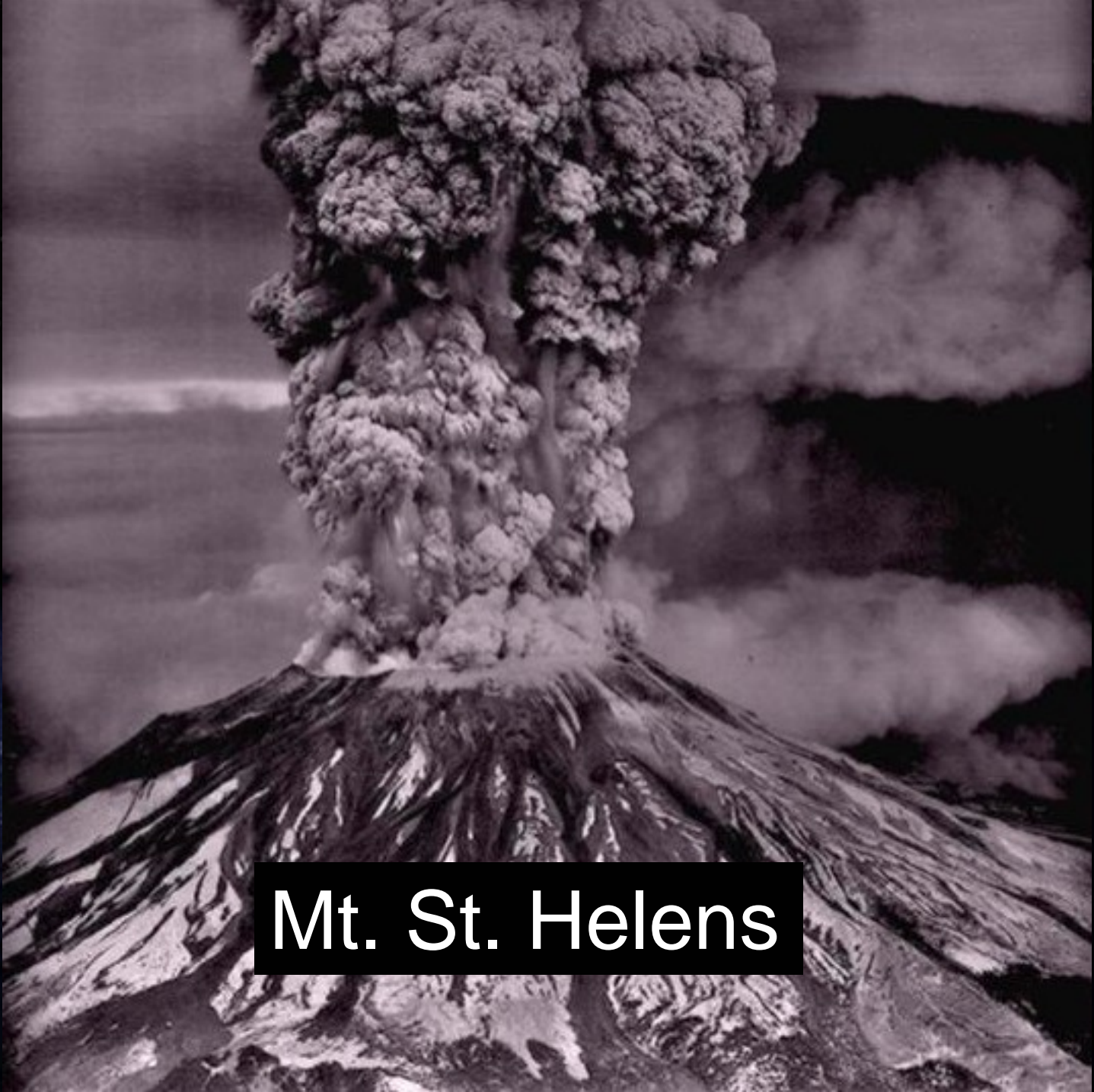
Deforestation in Bolivia

A satellite image of the Namib Desert coastline. The image shows a vast, arid landscape with a prominent, winding coastal feature, likely a river or a large lagoon, separating the desert from the ocean. The desert floor is characterized by numerous small, dark, rectangular features, possibly sand dunes or mineral deposits. The coastline is marked by a series of small, dark, rectangular features, possibly sand dunes or mineral deposits. The ocean is visible on the right side of the image, with a dark, blue-green color. The overall scene is a high-contrast, orange-brown landscape with a prominent, winding coastal feature.

Namib Desert



Mt. Ararat



Mt. St. Helens



Chicago



Act & React

◆ Wider Base

◆ New Collections Aggressively Sought

- ◆ Relevance

- ◆ More is Better

◆ Data Management

- ◆ Original Mission for Landsat

- ◆ Institutionalized

- ◆ Access & Preservation Focus

Act & React

◆ Records Management

- ◆ Appraisal

- ◆ Disposition

- ◆ Accession / Deaccession

- ◆ Training

- ◆ Lifecycle

◆ Access & Preservation Still Emphasized

Appraisal

- ◆ Re-Organizations
 - ◆ Align Collections
 - ◆ Need to Assess Continuing Value
- ◆ Process Accepted
 - ◆ Collections Prioritized by Science Council
 - ◆ Review Team Assembled
 - ◆ Science Participation Required
 - ◆ Online Tool
 - ◆ Documentation of Recommendation



Disposition

- ◆ Hard for Management to Let Go

- ◆ Apollo Photographs

- ◆ Little Alignment to “Land” Mission
 - ◆ Created by NASA
 - ◆ Copy
 - ◆ Secured NASA Records Officer Concurrence
 - ◆ “Purge Alert”
 - ◆ Deaccessioned to University of New Mexico

- ◆ Shuttle Hand-Held Photographs

- ◆ Just Appraised

Deaccession

- ◆ Pre-1960 Aerial Photographs
 - ◆ Acetate (Vinegar Syndrome) Affected
 - ◆ 19,000 Rolls / Around 5 Semi-Trucks
 - ◆ Deaccession to NARA FY06
 - ◆ NARA Will Freeze
 - ◆ Stops Deterioration

Access

- ◆ Strong Emphasis
- ◆ Researcher Focused
- ◆ Multiple Means
- ◆ Supported by Nearly 30 CSRs
- ◆ Further Backed by 125 Scientists
- ◆ Direct Access Since 1991
 - ◆ First Ever Directory, Guide, Inventory, Browse, Ordering System

Access

- ◆ Multiple Levels of Metadata
- ◆ Full Record Query
 - ◆ Temporal & Spatial Specialization
- ◆ Previews
 - ◆ Locate Clouds
 - ◆ Confirm Area of Interest
 - ◆ Sufficient for Some Researchers
- ◆ Improving Aerial Finding Aids Significantly

A full moon is visible in the upper left quadrant of the image, casting a bright, shimmering reflection on the dark water surface below. The background is a deep black sky filled with numerous small, distant stars.

Preservation

- ◆ Throughout ...
 - ◆ Temperature
 - ◆ Relative Humidity
 - ◆ Physical Security
- ◆ Electronic
 - ◆ Transcriptions
 - ◆ Large
 - ◆ Multi-Year, Multi-Millions
 - ◆ Media Migration
 - ◆ Archive Media Trade Studies
 - ◆ Target Every Three to Five Years

Preservation

◆ Film

◆ Micro Environmental Level

- ◆ Test Acetate Levels
- ◆ Add Sieves to Absorb Acid
- ◆ Copied Worst Rolls to Safety Film


Star Trek

- ✦ Electronic Records Media Migrations
 - ✦ Utilize Robotic Silos
 - ✦ Begin On or Near / Offline / Offsite Strategy
- ✦ More Interaction With NARA
 - ✦ Studies & Pilots
 - ✦ ERA
- ✦ Management Will Embrace the Lifecycle



Take Home

- ✦ *Data Management* to Records Management
- ✦ Full Lifecycle Must be Addressed
- ✦ Organizational Commitment
- ✦ Well-Positioned for Future

A full moon is visible in the upper left quadrant of the image, set against a dark, starry night sky. Below the moon, a body of water reflects its light, creating a shimmering path that leads towards the bottom center of the frame. The overall scene is serene and contemplative.

“Of all national assets, archives are the most precious; they are the gift of one generation to another and the extent of our care of them marks the extent of our civilization.”

Sir Arthur G. Doughty
Dominion Archivist, Canada, 1904-1935